	APOLLO HOSPITALS, SECUNDERABAD	ROM – 02
		Issue: C
	QUALITY MANAGEMENT SYSTEM ON LEGAL AND REGULATIONS OF ORGANIZATION	Date: 06-01-2017
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PREPARED BY: Hospital Administrator		APPROVED BY: Chief Executive Officer

1. PURPOSE

- 1.1. To define a system to identify and comply with the relevant rules and regulations, laws and byelaws and requisite facility inspection requirements and updating the same.

2. SCOPE

- 2.1. This procedure applies to all relevant rules and regulations, Laws and byelaws and requisite facility inspection requirements to be complied by Apollo Hospital, Secunderabad


3. RESPONSIBILITY

- 3.1. The team designated by management to implement this procedure is Manager – Operations and Safety Committee members.

4. PROCEDURE

- 4.1. The relevant laws and regulations applicable to Apollo Hospital, Secunderabad are identified by the team designated for the same by management.
- 4.2. The applicability of enlisted laws are studied and intimated to the concern HOD / In-charge in order to ensure implementation of legal requirements, however concerned

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HOD/ In charge to ensure that all applicable legal requirements are addressed and implemented.

- 4.3. Any amendments in the prevailing laws are to be updated as and when such amendments are published. This is to be done based on any notification from regulatory authorities, publication in news papers / concerned websites or through other any relevant source.
- 4.4. The amendments are to be intimated to the top management, concern HOD / In-charge for compliance and necessary action.
- 4.5. A list of licenses / registrations / certifications with validity period is prepared, maintained and updated periodically in liaison with concern HOD/In charge and concerned external agency or regulatory authority.
- 4.6. The concerned HOD / In charge of the respective department to coordinate all activities related to applying / renewal of respective license / registration / Certification.
- 4.7. This list to be reviewed every quarterly by Administrator for any updates or renewals.

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